



State of New Jersey
DEPARTMENT OF HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES
PO BOX 360
TRENTON, N.J. 08625-0360

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Governor

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Lt. Governor

www.nj.gov/health

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Emergency Medical Technician Elective Continuing Education

Definitions

Continuing Education Course means an organized block of continuing education materials, consisting of objectives, outline, schedule, audio visual media, handouts, reference materials, text, evaluations, and instructor requirements complementing the National EMS Scope of Practice, the National EMS Core Content, and the National EMS Education Standards.

Continuing Education Class means a scheduled offering of an approved continuing education course offered at a particular time and location, with the required complement of resources for the class size.

How do I obtain Instructor Level access to apply for EMT continuing education credits?

1. Complete and sign a Learning Management System (LMS) User Agreement and return it to:
 - o New Jersey Department of Health
Office of Emergency Medical Services
PO Box 360
Trenton, NJ 08625; or
 - o Email the document(s) with **SUBJECT LINE: CEU** to ems@doh.nj.gov
2. You will receive an email (from a send-only account) with your 6-digit LMS Instructor number and password.

How do I apply for a new continuing education course?

1. Submit the following information to OEMS (at the address above) for review:
 - o Your 6-digit LMS Instructor number
 - o Course name;
 - o Course outline;
 - o Course time frame(s);
 - Include all breaks.
 - No course shall exceed 8 hours of education over a 24-hour period.
 - o Course objectives;
 - o Mapping of course to the National EMS Education Standards, Core Competencies, and Scope of Practice;
 - o Course pre-requisites;
 - o Course Instructor(s)
 - o Course Instructor(s) credentials
2. You will receive an email (from a send-only account) once the course has been approved.
 - o Make note of the 4-digit number preceding the course name for future reference.

How do I apply for a continuing education class?

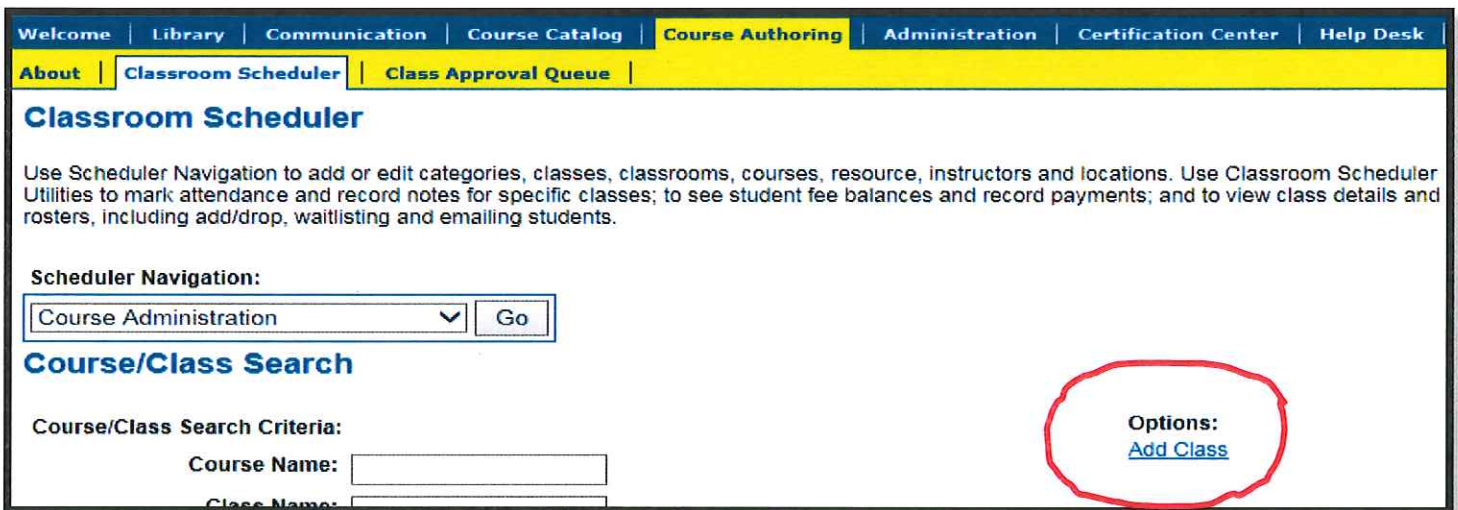
1. Log into the website www.njoemscert.com utilizing your 6-digit LMS Instructor number and password.
2. Click on "**Course Authoring**";



3. Click on "**Classroom Scheduler**";



4. Click on "**Add Class**", complete information and submit class for approval



5. Tips for submitting classes:

- Class/Section Name cannot be duplicated. This should be your unique name for the class.
- Click on Course magnifying glass to search and select the course you are looking to schedule.
- Click on Location magnifying glass to search and select class location and select a room.
- If you cannot find the class location, you desire click on the drop-down box under "**Scheduler Navigation**" and select "**Location/Classroom Administration**" and hit "Go".



- Click on “Add Location” and complete information.

The screenshot shows the 'Classroom Scheduler' page. At the top is a navigation bar with links: Welcome, Library, Communication, Course Catalog, **Course Authoring**, Administration, Certification Center, and Help Desk. Below this is a secondary navigation bar with links: About, **Classroom Scheduler**, and Class Approval Queue. The main heading is 'Classroom Scheduler'. Under 'Scheduler Navigation:', there is a dropdown menu set to 'Location / Classroom Administration' and a 'Go' button. The section 'Location / Classroom Search' contains 'Location/Classroom Search Criteria:' with a 'Keyword:' input field and a 'Search' button. To the right, under 'Options:', the link 'Add Location' is circled in red, along with 'Add Classroom' and 'Show Advanced Search'.

- If you added a new location, you will need to also add a classroom:
 - Click on “Add Classroom” and complete information.

This screenshot is identical to the one above, showing the 'Classroom Scheduler' page. A red arrow originates from the 'Add Classroom' link in the 'Options' section and points towards the 'Add Classroom' text in the list above.

How do I manage an approved class?

1. Log into the website www.njoemscert.com utilizing your 6-digit LMS Instructor number and password.
2. Click on “Course Authoring”
3. Click on “Classroom Scheduler”

The screenshot shows the 'Course Authoring' page. The top navigation bar is the same as in previous screenshots. The secondary navigation bar has links: About, **Classroom Scheduler**, and Class Approval Queue. The main heading is 'Course Authoring'. Below the heading is a paragraph: 'The Content Authoring Center provides tools for creating online learning courses and presentations.' At the bottom, there are two links: 'Classroom Scheduler' and 'Class Approval Queue'. Two red arrows point from the list above to these links: one from 'Course Authoring' to 'Classroom Scheduler' and another from 'Classroom Scheduler' to 'Class Approval Queue'.

4. Enter at least one field under "Course/Class Search" and hit "Search"

Classroom Scheduler

Use Scheduler Navigation to add or edit categories, classes, classrooms, courses, resource, instructors and locations. Use Classroom Scheduler Utilities to mark attendance and record notes for specific classes; to see student fee balances and record payments; and to view class details and rosters, including add/drop, waitlisting and emailing students.

Scheduler Navigation:

Course Administration

Course/Class Search

Course/Class Search Criteria:

Course Name:

Class Name:

Class Code:

Vendor:
 14th District NJSFAC Training Center
 16th district NJSFAC
 24-7 EMS
 5 TH District NJSFAC

Location:
 Freehold Fire Dept
 21 WMD-CST
 24-7 ON LINE Classroom
 514th AMW Medical Training Facility

Start/End Dates: and

Show only classes with conflicts: ☐

Show only legacy: ☐

Options:
[Add Class](#)

5. Click "Edit" under Register

Search returns top 100 results. Please narrow your search if the desired result is not returned.
*All times are based on Eastern (New York) time zone

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Course

Add Class	Course Name	Class Name	Class Type	Start Date	End Date	Start Time	End Time	Register	Roster	EMT-B(I)	Attendance	Attendance
Add Class	(531) New Jersey Statewide Conference on EMS Nov 07	DEMO CLASS (120254715)	ILT Class	5/31/2012	5/31/2012	8:00 AM	10:00 AM	Edit	View	View		View

- Type 6-digit EMS ID # or student last name in the "Contains Text" box and hit "Search"
- The student name will appear under "Not Registered".
- Click on the student name then "Update Students"

Multiple Student Registration

Course:
 Class:

Not Registered (All Others) Search Criteria:
 Where: Contains Text:
 First Name:

Max Students: 25
 Students Registered: 0

Not Registered:
 (Top 500 Max Results For Search)
 -- Admin Drop --
 GARDNER, CANDACE (518008)
 -- All Others --

Registered:

Choose Drop Reason:

- The student will then appear in the "Registered" box.

Multiple Student Registration

Course:
 Class:

Not Registered (All Others) Search Criteria:
 Where: Contains Text:
 First Name:

Max Students: 25
 Students Registered: 1

Not Registered:
 (Top 500 Max Results For Search)

Registered:

6. Click "View" under Attendance

Search returns top 100 results. Please narrow your search if the desired result is not returned.
 *All times are based on Eastern (New York) time zone

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Add Class	Course Name	Class Name	Class Type	Start Date	End Date	Start Time	End Time	Register	Roster	EMT-B(I) Attendance	Attendance
Add Class	(531) New Jersey Statewide Conference on EMS Nov 07	DEMO CLASS (120254715)	ILT Class	5/31/2012	5/31/2012	8:00 AM	10:00 AM	Edit	View	View	View

- Mark student attendance "Yes" or "No" and Update
 - **NOTE:** If the class is more than one day you will need to click on the drop-down box under "Recurrence", select and update attendance for each day.

Scheduler Navigation:

Course Administration

Attendance Report:

Course: (531) New Jersey Statewide Conference on EMS Nov 07
 Class: DEMO CLASS
 Class Code: 120254715
 Recurrence: 05/31/2012 8:00 AM Eastern (New York)

Name	Email	Attendance	Notes
1. GARDNER, CANDACE	CJGNREMT@AOL.COM	Yes <input checked="" type="radio"/> No <input type="radio"/>	<input type="text"/>

7. Click "View" under Roster

Search returns top 100 results. Please narrow your search if the desired result is not returned.
 *All times are based on Eastern (New York) time zone

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Course											
Add Class	Course Name	Class Name	Class Type	Start Date	End Date	Start Time	End Time	Register	Roster	EMT-B(I)	Attendance
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8. Click on drop-down box under "Progress" and select one of the following for each student and "Update Student Status":

- Not Attempted
- Incomplete
- In Progress
- Completed
 - **NOTE:** Completed will not appear unless the student has been marked in attendance for every day of the class.

Class Roster:

* Denotes that a users legal status is currently pending.

Course: (531) New Jersey Statewide Conference on EMS Nov 07
 Class: DEMO CLASS
 Class Dates: 05/31/2012 - 05/31/2012

Name: Status: Drop Reason: Progress: [Print Roster](#)
 1. GARDNER, CANDACE Registered -- Select a Drop Reason -- Not Attempted [Send Training Announcement](#)
[Mail All Registered:](#) CJGNREMT@AOL.COM

Registration Comments:

Status	Date	Action	Comment
Registered	05/29/2012	Admin Student Registration (CANDACE GARDNER)	
Admin Drop	06/21/2017	Admin Drop (CANDACE GARDNER - DH)	
Registered	06/21/2017	Admin Student Registration (CANDACE GARDNER - DH)	

9. Provide all students with a course completion certificate containing:

- Student Name & EMS ID number
- Class name
- Class completion date
- Class Coordinator and Instructor (Signatures)
- Class 9-digit OEMS approval number
- Class location
- # of CEU's awarded

How to I know if my class has been approved or denied?

1. Log into the website www.njoemscert.com utilizing your 6-digit LMS Instructor number and password.
2. Click on "**Course Authoring**"
3. Click on "**Class Approval Queue**"
4. Click on the drop-down box and select "**Class Approved**" or "**Class Denied**"

Class Approval Queue

View:

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No.	Request Date	Requested By	Course	Class (Class Code)	Class Start Date	Vendor Name	Action	Action Date	Responder
1.	09/03/2013	GARDNER, CANDACE (CJGNREMP@AOL.COM)	(821) CEVO III 6 CEU's	CEVO III TEST TEST (130259245)	10/09/13		Class Denied	09/03/2013	GARDNER - DH, CANDACE (CANDACE.GARDNER@DOH.STATE.NJ.US)

○ **NOTE:**

- You will also receive an email (from a send-only account) verifying class approval or denial.
- If a class was denied, click on the "**Class Denied**" link under "**Action**" and view Responder Comments.